

EXECUTIVE ASSISTANT

DISTINGUISHING FEATURES

The fundamental reason the Executive Assistant exists is to be responsible for the overall management of day-to-day operations in the Office of the Mayor and City Council. This classification supervises the staff of these offices. Work is performed under general direction from the City Manager.

ESSENTIAL FUNCTIONS

Supervises executive secretary to the Mayor, executive secretary to the City Council, and management assistant.

Communicates with citizen and responds to citizens requests and inquiries in person, over the phone, and in writing. Routes them to proper departments and ensures prompt follow-up.

Implements and coordinates work on computerized citizen inquiry system to track and classify inquiries.

Researches and writes speeches, notes, outlines, articles, and proclamations as required by the Mayor and City Council members.

Acts as staff liaison to the Mayor's Committee on Employment of the Handicapped and the Mayor's Youth Council.

Provides staff support for Neighborhood Beautifications Awards Committee, coordinating Beautifications Awards Program and committee activities.

Represents Mayor and/or City Council, when necessary, at public meetings.

Provides staff support for ad hoc citizen committees or groups, as required by the Mayor or City Council.

Performs special research assignments for the City Manager. Provides assistance to the Mayor and City Council.

Undertake detailed systems development and program evaluation studies and develops solutions to complex administrative problems.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The principles and practices of public administration and governmental organization.
Basic principles of supervision.

Ability to:

Make oral and written presentations of administrative problems in a concise, effective manner, with clearly organized thoughts using proper sentence construction, grammar, and punctuation.
Comprehend and makes inferences from written material verbal and/or written instructions.
Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.
Make rational decisions in accordance with established policy.

Establish and maintain effective working relationships with political officials, City Officials, co-workers, other professionals and the general public.
Maintain regular and consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five years in public administration, including some experience in Intergovernmental Relations, a Bachelor's degree from an accredited college or university in Public or Business Administration, Political Science, or a related field and coursework leading to a Masters Degree in these same or related fields.

FLSA Status: Exempt

HR Ordinance Status: Unclassified